



**FIRE CAPTAIN,
CORRECTIONAL INSTITUTION (CI)**
Final Filing Date: October 3, 2013

OPEN - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)
SPOT EXAMINATION FOR:

**FOLSOM STATE PRISON
CALIFORNIA STATE PRISON, SACRAMENTO
MULE CREEK STATE PRISON**

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the CDCR during this testing period. CDCR testing period(s) for this examination is: **January - December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to the Local Testing Office(s) listed below. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

Submit Examination Application (Std. Form 678)

By mail to:

**Folsom State Prison
P.O. Box 910
Folsom, CA 95763
Attn: Personnel/Linda Keener**

In person at:

**Folsom State Prison
300 Prison Road
Folsom, CA 95630
Attn: Personnel/Linda Keener**

If you are personally delivering your application, you must do so between the hours of **6:30 a.m. and 3:30 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above.

NOTE: Only applications with an original signature will be accepted.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

APPLICATION DEADLINE/ REQUIREMENTS **October 3, 2013** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason. All applicants must meet the education and/or experience requirements for this examination by the written test date.

TEST DATE The written test date will be **October 22, 2013**.

SALARY RANGE(S) As of: **August 21, 2013**

Range A: \$4,206 - \$4,598

This apprenticeship range shall apply to employees who do not meet the criteria for payment in Range B, Range J, Range K, Range L, Range M, Range N, or Range P. Upon appointment to this range, employees are eligible to receive one-step (5%) apprenticeship increases effective the first day of the monthly pay period following every twelve (12) qualifying pay periods until the maximum of the range is reached.

Range B: \$4,814 - \$6,085

This journey person range shall apply to employees who have completed twenty-four (24) months of service in Range A and/or Range J, and/or Range L, and/or Range N and the apprenticeship program for the employees' classification and who do not meet the criteria for payment in Range K, Range M, or Range P.

Range J: \$4,416 - \$4,828

Effective July 1, 2004, this apprenticeship range shall apply to incumbents at LAC/SATF/SVSP who meet criteria for payment at Range A under Alternate Range Criteria 330 and who are required to work a minimum of 164 hours in a recurring 28 consecutive day work period as established by the departments under the 7k provisions of the FLSA pursuant to Section 11.11 of the BU 6 MOU. This alternate range represents full compensation for all hours worked up to 164 hours in a 28 consecutive day work period.

Range K: \$5,055 - \$6,389

Effective July 1, 2004, this journey person range shall apply to incumbents at LAC/SATF/SVSP who meet criteria for payment at Range B under Alternate Range Criteria 330 and who are required to work a minimum of 164 hours in a recurring 28 consecutive day work period as established by the departments under the 7k provisions of the FLSA pursuant to Section 11.11 of the BU 6 MOU. This alternate range represents full compensation for all hours worked up to 164 hours in a 28 consecutive day work period.

**MINIMUM
QUALIFICATIONS**

Either I

Experience: Two years of part-time experience performing the duties of an Institution Firefighter (Part Time) in a correctional facility of the California Department of Corrections and Rehabilitation.

Or II

Experience: One year of experience in structural fire fighting. **and**

MINIMUM
QUALIFICATIONS
(CONTINUED)

Education: Equivalent to completion of the twelfth grade.

Special Personal Characteristics: Emotional maturity and stability; sympathetic and objective understanding of persons under restraint; satisfactory record as a law-abiding citizen; leadership ability; tact; courage; willingness to work at night and to report for duty whenever emergencies arise; hearing adequacy within speech frequencies (uncorrected); normal use of both hands and both feet; physical strength and agility; and weight in proportion to height.

Additional Desirable Qualifications: Experience in supervising others; knowledge of correctional institution operations and philosophy; and completion of college level work in fire science.

Age Requirement: Minimum age for appointment is 21 years.

Training Requirements: Persons appointed to this class are required to complete a training course in arrest and firearms as mandated by Penal Code Section 832. Successful completion of this training program is a requirement for permanent status as a Fire Captain, Correctional Institution.

Felony Disqualification: Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class.

Drug Testing Requirement: Applicants for positions in this class are required to pass a drug-screening test. (The drug-screening test will be waived for employees who are currently in a designated “Sensitive” class for which drug testing is required under State Personnel Board Rule 213.)

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A “completion of an out-of-class assignment” memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION
PLAN

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

Written Test -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

- 1. Use and upkeep of motorized fire-fighting equipment, modern fire-fighting methods, tools, and equipment.
- 2. Methods used in protecting property against fire.
- 3. First aid.
- 4. Rules and regulations pertaining to fire prevention and fire safety in a State correctional institution.

B. Ability to:

- 1. Control, direct, and instruct inmates individually and in groups.
- 2. Train others in fire prevention, fire suppression, and rescue work.
- 3. Interpret and enforce institution rules and regulations with firmness, tact, and impartiality.
- 4. Evaluate the conduct and production of inmates accurately and impartially.
- 5. Analyze situations and take effective action.
- 6. Investigate fires to determine causes.
- 7. Prepare cost and damage estimates.
- 8. Review construction plans for conformance with safety principles.
- 9. Keep records and prepare reports.
- 10. Communicate effectively.

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the location(s) listed above. The list(s) will be abolished **12** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Fire Captain, Correctional Institution**, under supervision of the Correctional Institution Fire Chief, operates fire engines, auxiliary equipment, and rescue equipment; inspects, maintains, and recharges fire extinguishers; conducts safety and fire inspections; inspects and tests fire sprinklers, standpipe, and fire alarm systems; conducts regular, periodic fire drills; maintains written logs on all inspections; performs maintenance, training, and drills; issues citations for safety violations; writes inspection reports and makes recommendations for the correction of deficiencies; investigates fires to determine causes and make recommendations regarding preventive measures; trains staff in fire and life safety; trains fire fighters in all aspects of first aid, fire prevention, fire suppression, rescue, equipment operation, equipment maintenance, etc.; supervises inmate fire fighters in daily routine and fire suppression and prevention; supervises inmates in general fire station housekeeping and upkeep of the surrounding grounds; operates appropriate communication equipment; drives fire apparatus during off-grounds mutual aid responses; and maintains records and prepares reports regarding all fire prevention and suppression activities.

Position(s) exist at location(s) listed above with the CDCR.

SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Local Testing Officer, Linda Keener, at (916) 985-2561, extension 3024, three weeks after the final filing date if he/she has not received his/her progress notice.

Applications are available at CDCR's offices, California Department of Human Resources offices and local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance and Open, Nonpromotional Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the [Veterans Preference Applications \(Std. Form 1093\)](#) which is available at the California Department of Human Resources' website, www.jobs.ca.gov/job/VeteransInformation or at 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs. More information can be found at the Department of Veterans Affairs' website <http://www.calvet.ca.gov/Resources/Default.aspx>.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the Department if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS